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| LPA Bid Concurrence Checklist  |
| **Cover Letter** | The cover letter from the sponsor requesting MoDOT concurrence in award should indicate the following: |
|  The bid opening date and the number of bids received  | □ |
|  The contractor to whom the award request is for | □ |
|  The requested award amount  | □ |
|  If applicable, the project to be awarded (ie: base project only or base with the number of add alternates)  | □ |
|  The DBE goal and whether the lowest and second lowest bidders appear to have met the goal  | □ |
|  Whether the contractors were required to be pre-qualified (and if the low and second low bidders were qualified)  | □ |
| Whether any bidders were declared non-responsive/irregular and the reason for the declaration | □ |
| Whether the LPA had any required submittals, such as sub-contractor disclosures, beyond what is listed below, and whether the submittals were received in the appropriate timeframe | □ |
| **Bid Documents** | In addition to the cover letter, the request for MoDOT’s concurrence in award should be comprised of the following: |
| A tabulation of all bids received and the estimate shown for comparison (preferably with any items inconsistent with the submitted bid indicated) | □ |
| The tabulation of bids must include itemized bid subtotals for roadway items, bridge, signing/striping/signals, landscaping/streetscaping, bike/ped facilities and utilities. | □ |
| The executed anti-collusion statements from the lowest and second lowest bidders | □ |
| The DBE submittal forms for all bidders. | □ |
| Itemized bid forms, including the signature page, from the lowest and second lowest bidders. The signature should be that of someone with the authority to enter the company into a legally binding contract and in accordance with the bid documents. | □ |
| Affidavit of Publication showing proof that the project was advertised for 21 days | □ |
| Signed E-Verify Affidavit and Memorandum of Understanding (MOU) from low and second low bidders | □ |
| Bid Guaranty from low and second low bidders. Bid Bonds must include the Power of Attorney. | □ |
| Verification that ALL bidders received all addendums issued for the project. | □ |